CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD BY TELE-CONFERENCE ON TUESDAY 5th JULY 2022 @ 18.30

## **Present**: Community Councillors Nigel Morrey, Peter Daniel, Janet Robins, Morgan Chandler & Jonathan Lazenby as Clerk/RFO

**Apologies**: Community Councillor

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|  |  | **ACTION** |
| 1 | Welcome and apologies for absence  The meeting commenced at 6.30pm with the Clerk/RFO welcoming everyone to the meeting. |  |
| 2 | Approval of Minutes of the Previous Meeting  The minutes of the previous meeting held on Monday 5th April were reviewed. As only the Clerk/RFO was present at the previous meeting, it was proposed by Councillor Daniel and seconded by Councillor Morrey that the minutes be accepted as read. | Clerk/RFO |
| 3 | Matters Arising (updates not covered as separate issues under the various agenda items below).   1. Item 6 – A balanced budget was subsequently signed off by Full Council at its May meeting |  |
| 4 | Cashflow as at June 30th  The Clerk/RFO provided those present with a copy of the June 2022 cashflow position, together with the Unity Trust Bank (UTB) statements covering April, May & June 2022. The cashflow balances were verified to the closing balances in the UTB statements at the end of Apr/May/June 2022, with Councillor Daniel signing to confirm their accuracy in accordance with section 2.2 of the Community Council Financial Regulations (Wales).  There was no further comment or observation. | Clerk/RFO |
| 5 | Audit 2021/22   1. Internal Audit. EH Accountancy completed their audit on 16th June, in time for the June Council meeting. Their only suggestion was to ensure replacement costs are monitored due to the high level of inflation to ensure that insurance cover remains adequate. They commented that it had been a pleasure reading the minutes and looking through our accounts. 2. External Audit.  For information, the Clerk RFO advised that:    1. The external audit papers were approved by Full Council on 20th June and forwarded to the External Auditor on 27th June. They will be subject to the new 3-yearly full transactional audit.    2. The Notice of Audit has been posted on the Noticeboard and Web site where they it will remain for a minimum of 14 days.    3. The CC’s books, vouchers, receipts etc will be available for public inspection between 4th July to 29th July (20 working days).    4. Electors can exercise their rights under the Public Audit (Wales) Act 2004 from 12th September.    5. No audit opinions will issued before 12th September. |  |
| 6 | Risk Review (inc Health & Safety schedule)  Councillor Morrey suggested that we add a system by which the risk assessment scores could be tracked as they change over time – perhaps by adding additional columns. Clerk to review how best to achieve this. A full review of the assessment scores would probably be beneficial, and Clerk will consider this for the next meeting in October, although this may need to have its main focus on the 2023/24 budget.   1. Income – Precept - First payment of 2022/23 precept received end April 2022.   Next payment due end of Aug. 2. Income – Precept – Balanced budget passed by Full Council at May’s meeting. 3. Legal Powers - Council adopted the General Power of Competence at its ASM in May 2022. Our Compliance with section 137 is therefore now superseded by GPoC – (previously S137 and Power of well Being donations specifically recorded as such in the minutes). GPoC now becomes our power of first resort. The Council’s Standing Orders and Financial Regulations were also both renewed at the May ASM. GPoC will need to be renewed at ASM May 2023 if criteria still met but could be lost if one of 6 ‘elected’ Councillors resigns. 4. VAT Recovery - Our VAT claim refund of £4882.78 for 2021/22 was received into our accounts in May. 5. Training – Code of Conduct - All Councillors are to be invited to re-attended. Clerk/RFO is waiting for MCC to run ‘refresher’ courses. 6. Training – A Training plan for 2022/23 is now a legal requirement – Clerk/RFO is drawing up a plan, largely based on committee appointments. - Clerk to forward the latest course list from OVW and encourage attendance on New Councillor Courses, and those relevant to statutory committee appointments. The Place Plan Course may also be beneficial. 7. An Equality & Diversity course was run for all Councillors in June, and an E&D Policy signed off at Sept 2021 meeting. Councillor Robins suggested that as a result the likelihood score should be reduced from 3 to 2, reducing the severity score to 10 and classification to ‘Low’ and this was agreed. 8. Assets Clerk to assess renewal levels against asset register. In particular consider buildings cover against asset valuation and request authority from Full Council for professional revaluation if considered appropriate. 9. Health & Safety – Survey of Trees on Ton Land undertaken by MCC June 2022. Report still to be received but appears to recommend only removal of one dead and one overhanging branch. No other concerns as to vitality of trees have been raised in current email correspondence. 10. Health & Safety – Little Mill play Area – responsibility has now transferred to Llanbadoc Community Council. 11. Health & Safety – St Bartholemew’s Graveyard – Clerk / RFO to arrange a headstone safety assessment – initial meeting with Nigel Leaworthy arranged for Thursday 21st June at St Bartholemew’s. 12. Register of Interests – Interests recorded for all ‘elected’ Councillors and are awaited from remaining two co-opted Councillors. Declaration of Office signed by all members and copies held by Council. Similarly, declarations outstanding from two co-opted members. Clerk will raise at Full Council on 18th to ensure all documents received asap. 13. Data Protection - ICO registration renewed 1st June 2022.   The risk assessment updates were accepted by the meeting and proposed by Councillor Morrey and seconded by Councillor Daniel. Clerk / RFO will propose at next Full Council meeting for sign-off. | Clerk / RFO  Clerk / RFO  Clerk / RFO  Clerk / RFO  Clerk / RFO  Clerk / RFO  Clerk / RFO  Clerk / RFO |
| 8 | Date of Next Meeting  Next meeting scheduled for Tuesday 4th October 2022, 6.30pm – with attendance by teleconference | Clerk / RFO |

Council member Date:

Clerk / RFO... Date: